

ANNOUNCEMENT NUMBER: 2007-03

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration

OPEN TO: All Interested Candidates

POSITION: Special Consular Services Assistant

OPENING DATE: January 26, 2007

CLOSING DATE: February 9, 2007

WORK HOURS: Full-time;

LENGTH OF HIRE: Permanent

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bishkek is seeking individual for the position of Special Consular Services Assistant in Consular Section.

BASIC FUNCTION OF POSITION

Meets with American Citizens requesting assistance, determines necessary action. When necessary, assists Consular Officer with hospital and prison visits, death, repatriation, medical evacuation and financial assistance cases. Prepares notarial documentation for signature. Assist applicants seeking passport and citizenship services. Provides U.S. citizens information (in person, by telephone and in writing) about local laws, section practices and local customs. Assists U.S. citizens wishing to adopt or marry in the Kyrgyz Republic. Drafts routine ACS cables, diplomatic notes and memos as needed. Prepares routine reports for transmittal to Department. Accompanies Consular Officer to meetings with host country officials, acts as interpreter as needed (in Kyrgyz and Russian), drafts -- memoranda of conversations and follows-up on meetings with officials. Sets up and maintains embassy warden registration files and warden system software, updating as necessary. Backs up the Visa Assistant as necessary and acts as section cashier.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: University degree in legal studies, public relations, social sciences, international relations, humanities, or business is required. Graduate training is a plus
2. Prior work experience: From two to three years of progressively responsible experience in work involving application of relatively complex regulatory material along with extensive public contact, or other closely related experience.
3. Language Proficiency: Level IV (fluent) in both written and spoken English is required. Level IV (Fluent) Russian and Kyrgyz are also required.
4. Job Knowledges: A thorough knowledge of applicable laws and procedures, including U.S. laws, local laws and practices pertinent to Consular work is required. Knowledge of socio-economic conditions within the Kyrgyz Republic in order to analyze and identify visa fraud patterns.
5. Skills and abilities: Exercise of tact and good judgment in dealing with the public, U.S. citizens and local officials. Strong interpersonal and communication skills. Ability to exercise judgment in evaluating evidence. Ability to maintain an extensive range of working level contacts with high-ranking officials and private organizations. Ability to apply complex regulations correctly. Ability to work under pressure, in order to meet tight deadlines when necessary. Computer literacy and level II typing skills are also required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Copies of degrees earned are required and any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Unit
U.S. Embassy Bishkek
Address: Prospect Mira, 171
Or e-mail: BishkekHR@state.gov

POINT OF CONTACT

Telephone: +996-312-551-241
(Ask telephone operator to transfer the call to the Human Resources Office)

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or

uniformed service member permanently assigned to or stationed to a US

2. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: FEBRUARY 9, 2007

The US Mission in Bishkek provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.